



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

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November 20, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AMENDMENTS TO EXTEND THE TERM OF
CONTRACTS FOR CLEAN UP AND TRASH REMOVAL SERVICES
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chairman to sign the attached amendments to extend the current contracts with Si-Nor, Incorporated (Contract No. 72563), Absolute Professional Services (Contract No. 72564), and International Environmental Corporation (Contract No. 72565), for the provision of clean up and trash removal services related to the administration of Public Administrator decedent estates and Public Guardian conservatorship cases, effective January 4, 2004 through April 30, 2004.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As the Public Administrator for Los Angeles County, the Treasurer and Tax Collector (TTC) administers decedent estates and under agreement with the Department of Mental Health, also provides estate management services to conservatee estates. The as-needed services include indoor and outdoor clean up and trash removal at estate properties located throughout Los Angeles County and occasionally in neighboring counties and are being performed on a rotational basis by the three current contractors. The size and complexity of the job and the condition of the job site varies.

On January 4, 2000, the Board approved the existing contracts with Si-Nor, Incorporated (Si-Nor), Absolute Professional Services (Absolute), and International Environmental Corporation (IEC) for the provision of clean up and trash removal services and are due to expire on January 3, 2004. The recommended amendments will extend the current contracts through April 30, 2004. TTC prepared the Invitation for

Bids (IFB) re-solicitation documents to replace the existing contracts, which were mailed out to 146 prospective bidders. TTC received only two viable bids, which are not sufficient to handle the volume of the estates under administration of the Public Administrator and Public Guardian. The recommended amendments will extend the current contracts and will allow TTC additional time to reissue the IFB. TTC will review the requirements of the IFB and take extra measures to secure a response from additional bidders to encourage sufficient competition.

The approval of the recommended amendments will allow TTC to continue providing uninterrupted services for the decedent and conservatee estates it administers.

Implementation of Strategic Plan Goals

The approval of these contract amendments is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. These contracts will continue to improve operations through the utilization of the contractors' expertise to effectively provide these as-needed clean up and trash removal services in a timely and cost-effective manner.

FISCAL IMPACT/FINANCING

Funds are appropriated in the current year's budget for these services, offset by reimbursement from the individual estate(s).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current contracts with Si-Nor, Absolute, and IEC were adopted by the Board on January 4, 2000. The amendments will become effective January 4, 2004 through April 30, 2004, upon your Board approval. There is no negative impact to County employees as these services are provided under contract on an as-needed, intermittent basis. The attached amendments have been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES

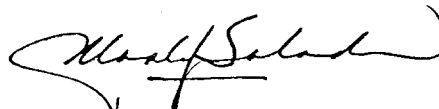
The recommended amendments, extending the term of the existing contracts, will ensure uninterrupted clean up and trash removal services to the decedent and conservatee estates under management of both TTC and the Department of Mental Health.

Honorable Board of Supervisors
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CONCLUSION

Instruct the Executive Officer-Clerk of the Board of Supervisors to return two (2) signed originals of each separate amendment and one (1) adopted stamped Board letter to TTC.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark J. Saladino", with a horizontal line drawn underneath the name.

MARK J. SALADINO
Treasurer and Tax Collector

MJS:WED:bd

Attachments

- c: Executive Officer-Clerk of the Board of Supervisors
Chief Administrative Officer
County Counsel
Department of Mental Health